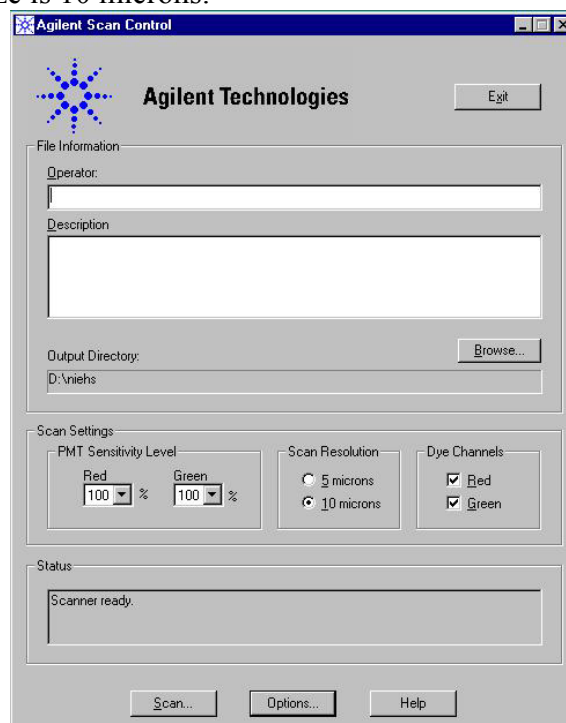


Using the Agilent Scanner

1. Turn on scanner (button on front of machine) at least 20 minutes before needing to use. Log into computer.
2. Wash and spin slides while waiting for lasers to warm.
3. Place each slide in a cassette as follows:
 - a. Orient the slide so that it is array-side down and to the left.
 - b. Take cassette flat side down, place on flat surface and push down on the two buttons (this “opens” the cassette).
 - c. With the buttons pressed, insert the slide (keeping everything flat) array-side down and to the left (i.e. pxxsxx etching to the right and backwards).
 - d. Release buttons when slide has been fully inserted.
4. Place cassettes into carousel (you do not have to remove carousel if it is already in the scanner). The etched side should now face to the left, and you should be looking at the back of the slide (not the back of the cassette). **Note:** There is only one way for these to fit in, so keep trying until the cassette goes in. Also, the cassette must start with the first slot. The scanner recognizes an empty slot as a sign to stop scanning. Close the scanner top.
5. Double-click on the Agilent Scanner icon. When it opens, the scanner will go through some initialization steps. Also, if the lasers are not fully warm, there will be a warning sign that will give an approximate time that the lasers will be ready.
6. Enter you name under “Operator” and check to see that the controls are set for the following (see below):
 - a. Output directory is D:\niehs.
 - b. Both Red and Green channels are checked and are set to 100%.
 - c. The size is 10 microns.



7. Click on Options (see below).
 - a. Choose to scan default slide area under “Scan Region Options”.
 - b. Specify slide area to largest area under “Default Scan Region”
 - c. Click on Instrument serial number under “Automatic File Naming” (it will then be highlighted). Choose and type in your identifier for that day. Leave the Slot Number as is.

Scan Options

Scan Region Options

☒ Use default scan region for all the slides in the carousel

☐ Attempt to retrieve scan region from XML database

Set XML Path...

Default Scan Region

This scan region setting is used for all the slides in the carousel when the check box in the Scan Region Options is checked or slide's barcode cannot be read.

Scan Region: Largest Scan Area(60x21mm)

Automatic File Naming

The scanner software uses contents of these two fields to automatically generate file names. File name format is: InstrumentID_SlideID_scannumber.TIF

Instrument ID: Instrument Serial Num

Slide ID: Slot Number

OK Cancel Help

8. Fill out log in the “Scanner Cassette Log” with your name, date and the order you put your slides into the carousel. This is important to assure proper renaming after scanning is complete.
9. Click on OK to close the Options window.
10. Double check that all the settings are properly set and click on Scan.
11. After scan is complete, you will need to change the names to our format of pxxsxx. To do this:
 - a. With the right mouse button, click on the Start menu and choose Explorer.
 - b. Navigate your way through the files by clicking on the D drive on the far left hand side of the screen.
 - c. Double click on D drive then double click on “niehs”.
 - d. This folder contains all of the scanned files. Locate your slides by looking for the identifier you used for the scan (step 8c above). Click once to

highlight name and click once more to get a cursor in the file name. Type in the proper name using the log you filled out earlier.

- e. Once all of the names have been changed, highlight the newest slides and move them into the appropriate boxes on Witchfire.
12. Once you are done, log out of the computer, take the cassettes out of the carousel and your slides out of the cassettes. Turn off scanner.